



SENIOR ARSON AND BOMB INVESTIGATOR

Exam Code: 2FS0102

Department(s):	Department of Forestry & Fire Protection
Opening Date:	09/17/2012
Closing Date:	10/26/2012
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY \$5491 - \$6964.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final File Date: **October 26, 2012**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications will not be accepted via e-mail.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Tiffany Harris)
1300 U Street
Sacramento, CA 95818

If you meet the entrance requirements for this class and the Arson and Bomb Investigator, scheduled for the same time frame, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application. Applications postmarked or personally delivered after the final filing date, **October 26, 2012**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7801.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$5491 - \$6964

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **October 26, 2012**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator.

Or II

Three years of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator Assistant. (One year must have been at Range B.)

Or III

Four years of experience in a public agency investigating fires for cause and origin, two years of which shall have been as a line supervisor of a fire investigation unit. Experience gained at the Office of State Fire Marshal must be applied under Pattern I or II.

Or IV

Four years of arson or bomb investigative experience in police department, sheriff's office, or district attorney's office, two years of which shall have been as a line supervisor of a unit investigating fires and explosions suspected of being of incendiary origin.

POSITION DESCRIPTION

This is the first supervisory level Investigator. Incumbents have supervisory responsibility for staff within an assigned geographic area of the State and/or have supervisory responsibility for special investigative teams and projects, and do other related work.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **December 2012/January 2013**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS AND ABILITIES

Scope:

A. Knowledge of:

1. Relevant equipment (e.g., logos imaging systems, disrupters, digital cameras) for effective operations.
2. Department policies, procedures, and strategies to implement effective security operations for the protection of people and property.
3. Supervisory responsibilities as defined under Ralph C. Dills Act.
4. Peace Officer Bill of Rights to ensure compliance with State laws and Department policies.
5. Types of explosives to identify potential hazards.
6. The stimuli capable of initiating explosives (e.g., friction, impact, shock).
7. The construction and mechanics of an incendiary/explosive device to understand the potential for damage.
8. The characteristics of explosives (e.g., deflagration, detonation, deterioration) to ensure safety.
9. Types of explosions (e.g., combustion, chemical, mechanical) to recognize when determining the cause of an incident.
10. Different effects of explosions (e.g., blast pressure, fragmentation, incendiary thermal) to ensure safety.
11. Improvised explosive devices (e.g., homemade bombs) to understand the functionalities of such devices.
12. How to compile evidence and information to qualify as an expert witness and to give an expert opinion for the legal process.
13. Components and fusing systems (e.g., time, action, command) of destructive devices (e.g., bomb, grenade, explosive missile) to understand the danger involved in order to ensure safety.
14. Render Safe Procedures to ensure life safety and minimize property damage.
15. Fireworks classifications, functioning, and hazards to understand safety and legal issues.
16. Local, State, and Federal fireworks laws and regulations for law enforcement purposes.
17. Investigative practices when conducting investigations of arson or bomb scenes.
18. Administrative investigation procedures (e.g., Firefighters Bill of Rights, Peace Officer Bill of Rights, citizen complaints) to ensure due process of law.
19. Basic computer software programs (e.g., Word, PowerPoint, Excel) to electronically compile and analyze data to produce reports.
20. Department organizational hierarchy to effectively communicate within the Department.
21. Case report writing techniques for written/oral communications.
22. State and Federal anti-discrimination laws to ensure compliance with the Equal Employment Office on lawful employment practices.
23. Contemporary supervisory methods and techniques to ensure compliance with State and Federal laws and Department policies and procedures.
24. Department Law Enforcement Policy to understand proper procedures.

B. Skill to:

1. Operate specialized Render Safe equipment (e.g., robotics, x-ray equipment, disrupters).
2. Drive appropriate Department vehicles.
3. Safely handle energetic materials (e.g., fireworks, explosives, military ordnance).

C. Ability to:

1. Complete work commitments timely and efficiently.
2. Prepare written affidavits for legal documentation.
3. Manage time and the time of others.
4. Identify complex problems to implement solutions.
5. Organize and conduct fire and explosion investigations.

6. Gather and analyze facts to provide evidence in cases.
7. Collect and preserve evidence for investigative and judicial purposes.
8. Read and write in English to effectively exchange information and accomplish daily tasks.
9. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
10. Work in emergency and non-emergency situations to accomplish the program mission.
11. Work long hours to accomplish the program mission.
12. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
13. Work in a team environment for problem solving and decision making.
14. Communicate effectively with employees and managements to exchange information and accomplish daily activities.
15. Analyze situations accurately and take effective action.
16. Conduct complex and sensitive investigations.
17. Prepare concise, accurate, and well writtein reports and correspondence.
18. Follow oral and written directions.
19. Work independently as a fire investigator.
20. Function as a lead fire investigator.
21. Interview witnesses and/or suspects.
22. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
23. Assess technical and administrative data to develop reports, briefings, and other documents.
24. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
25. Effectively implement Department policies and procedures.
26. Properly address media requests to ensure accurate information.

VETERANS PREFERENCE

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must be willing to work non-scheduled hours including weekends and holidays; willingness to maintain proper California driver's license and a clean driving record; willingness to wear job-required uniform, protective clothing, and other safety equipment; willingness to work in remote locations and/or adverse conditions in emergency and non-emergency situations; willingness to maintain physical fitness to perform job duties during emergency and non-emergency situations; willingness to handle explosives.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7801

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/8894.aspx>

SPECIAL REQUIREMENTS

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7801, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15

points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.